

The Art of Writing a Budget

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Read Grant Guidelines or Scholarship/ Fellowship Applications Carefully

- Make sure that the grant you are applying for funds what you are trying to do
- Is there a set amount or do you have to ask for money and explain your budget?
- If you have to explain budgets – working knowledge of Excel
- Budget Justification or Narrative
- ★ Shows an example formula
- Quantity times amount why 2?

Sample Budget

| Items | Title | Time | Quantities | FTE | Amount | Running Total |
|-----------------------|-------|-----------|------------|-----|--------|---------------|
| Anne Betteridge | PI | 27 months | | 2% | 0 | 0 |
| Student Worker | | 24 months | 8 | | 2500 | 40000 |
| | | | | | | |
| Full Benefits (31.2%) | | | | | | 0 |
| Student Worker (2%) | | | | | | 800 |
| | | | | | | |
| Subtotal | | | | | | 40800 |
| Indirect Costs | | | | | 51% | 20808 |
| Total | | | | | | 61608 |
| | | | | | | |

Title VI National Resource Grant Budget Narrative

h. Comparative Borders and Migration Conference

Funds are requested in Year 2 for a conference organized in collaboration with the UA Center for Latin American Studies. Funds will support invitation of a Middle East studies expert on migration and refugee issues.

Detail: Speaker's professional services fee @ \$250; Roundtrip airfare @ \$450; Hotel @ 3 nights @ \$200/night=\$600; Per diem @ \$50 x 3 = \$150; ground transportation/parking @ \$50.

Total: \$1,500.

i. North American Conference in Iranian Linguistics

Funds are requested in Year 1 to co-sponsor the above-named conference, which will be held in Tucson and benefit UA faculty and students of Persian language, and linguistics. UA faculty member Dr. Simin Karimi serves on the organizing committee. Total: \$500.

j. Arabic Linguistics Society Symposium

Funds are requested in Year 2 to co-sponsor the above-named conference, which will be held in Tucson and benefit UA faculty and students of Arabic language and linguistics. UA faculty member Dr. Mahmoud Azaz serves on the organizing committee, and is involving UA colleagues in planning. Total: \$1,000.

- Budget Narratives are often overlooked but very important
- Often, not always, the length of a budget narrative is not regulated as strictly as the narrative
- Allows more details than the narrative
- Example shown here is from page 7 of 10 of the budget narrative of the Title VI US Department of Education National Resource Center Application put in by UA CMES for 2018-22 competition

Student Example of Budget and Narrative

- William Cotter – UA PhD Candidate in Anthropology
 - In Jordan doing field work on the projects in these grants
 - Received
 - A Social & Behavioral Sciences Research Institute Grant (SBSRI)
 - A National Science Foundation Cultural Anthropology Doctoral Dissertation Research Improvement Grant (DDRIG)
 - A Graduate and Professional Student Council Grant
 - Applied for a Wenner-Gren

SBSRI Dissertation Research Grant

Up to \$2,000 for graduate students who have advanced to PhD candidacy and who require funding to conduct their dissertation research. Allowable expenses include research-related travel and expenses, subject payment, supplies, and small equipment. Students may be awarded only one Dissertation Research Grant; prior awardees are not eligible. See guidelines for further information.

Belonging, Memory, and Verbal Art in Palestinian Communities in Jordan William Cotter

TOTAL BUDGET: \$23189.40

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| International Airfare from Tucson, AZ to Amman, Jordan | American/Royal Jordanian Airlines | \$1538.75 | Requested from SBSRI: \$1538.75 |
| Lodging (rent/gas/electric/internet) for 12 months in Amman, Jordan | Based on average rental prices, prior experience with cost of living in Jordan | \$9396.00 | Requested from SBSRI: \$0 To Be Requested from Fulbright/Wenner-Gren/SSRC/PARC: \$9396.00 |
| Equipment: 1. Zoom H5 Digital Recorders (2 x \$269.99 = \$539.98) 2. Sennheiser Wireless Bodypack Transmitters (2 x \$629.99 = \$1259.98) 3. Sennheiser ME 2-II Lavalier Mics (2 x \$129.95 = \$259.90) 4. Pelican 1500 | (See itemized justification list for each equipment item on page 3-4) | \$3942.65 | Requested from SBSRI: \$450.00 Received from School of Anthropology for Pelican Equipment case and 1 Zoom H5 recorder: \$420.00 To Be Requested from Fulbright/Wenner-Gren/SSRC/PARC/GPSC: \$3102.60 |

Important takeaways

- Name of Equipment
- Use of Equipment
- Website information obtained from

Budget Notes:

Equipment Notes:

1. Zoom H5 Digital Recorder (\$269.99 each): High-quality audio recorders will allow me to collect clear data in interview sessions, interactional settings, and performances. Given that I will often be recording performances that may have more than one participant, my project requires two recorders as well as two sets of microphones and wireless transmitters. This recorder is one of the standards for linguistic anthropological and sociolinguistic work. Quote from: https://www.bhphotovideo.com/c/product/1026852-REG/zoom_h5_handy_recorder.html
2. Sennheiser Wireless Bodypack Transmitters (\$629.99 each): This project necessitates the use of wireless transmitters and the Sennheiser Wireless Transmitters represent one of the most durable and moderately priced transmitter sets available. These transmitters consist of wireless body-packs that allow a lavalier microphone to be connected to the receiver, worn by the individual being recorded, with the audio signal being transferred wirelessly to the audio recorder. Given that I will be recording performances that may have multiple participants, my project requires two sets of wireless transmitters. Quote from: https://www.bhphotovideo.com/c/product/618739-REG/Sennheiser_EW_112P_G3_A_EW112_p_G3_Camera_Mount.html

DDRIG

- Note Indirect Costs
- Further note, budget justification

Budget Justification:

E2. Travel: International

\$18447

The budget assumes a roundtrip flight from Tucson, AZ to Amman, Jordan at a cost of \$1474.00, with an intended start date of August 31st, 2018. This price was reached after comparison from flight aggregator websites including Kayak.com and Google Flights, and then confirmed with the United Airlines website.

The budget also includes \$26.50/day for lodging and utilities at the field site (\$26.50/day x 365 days = \$9672.50). This amount is based on the co-PI's previous experience conducting research in Jordan and living in Amman, current cost-of-living indexes from numbeo.com, as well as current market listings, which have risen dramatically in recent years as a result of the Syrian refugee crisis. Per diem meals and incidentals are budgeted at \$20/day (\$20/day x 365 days = \$7300.00). For both lodging/utilities and per diem meals and incidentals, costs are considerably lower than the U.S. State Department per diem rate for Amman, and are budgeted based on the co-PI's previous travel in the region, as well as advice from local contacts.

G1. Materials and supplies

\$448

Funding is requested for the following items necessary for the co-PI's fieldwork in Fall 2017. Prices for equipment quoted below are from B&H Photo and Video unless otherwise noted.

| | | |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| LaCie 5tb Rugged Thunderbolt External Hard Drive | This hard drive will be used for permanent storage and transportation of data (see Data Management Plan) | \$279.94 |
| Sandisk 32GB Memory Card | These memory cards will be used for daily storage of audio and video recordings, before their transfer to hard drive and online backups | (8 data cards @ \$20.97 each): \$167.76 |

H. Total Direct Costs

\$18895

I. Indirect Costs

\$4913

Indirect costs are budgeted at the negotiated off-campus rate for the University of Arizona (26%). All of the research for this project will be conducted off-campus in Amman, Jordan, and as a result the off-campus F&A rate applies. $\$18895 \times 0.26 = \4913

J. Total Requested

\$23808



Thanks!

- For questions, please reach out to jellison@email.arizona.edu